

# AED Summit - Application & Contract for CONDEX booth



## Associated Equipment Distributors

Return completed contract with payment to:

Associated Equipment Distributors

Attn: Jon Cruthers

650 E. Algonquin Rd, Suite 305

Schaumburg, IL 60173

Email: jcruthers@aednet.org

**2020 Summit**  
**Jan 14<sup>th</sup> – 16<sup>th</sup> 2020**  
**CONDEX - Jan 15<sup>th</sup> and 16<sup>th</sup> 2020**  
**Hyatt Regency Chicago**  
**Riverside Center**  
**Purple Level 3**

Please do not write in this box (for office use only)

Date Rec'd: \_\_\_\_\_

ID#: \_\_\_\_\_ Space #: \_\_\_\_\_

Cost \$: \_\_\_\_\_

Deposit Rec'd \$: \_\_\_\_\_

Balance Due \$: \_\_\_\_\_

Check #: \_\_\_\_\_

### Company Information (NOTE: Primary contact will receive all booth related communications)

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST/PR: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Website: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Contact Title: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

### Booth Selection (minimum booth size 10' x 10' = 100 sq. ft.) Metric Conversion Factor 1 sq. ft. = 0.09 sq. meters; 100 sq. ft. = 9.29 sq. meters

CONDEX Booth Rate (valid after May 7 <sup>th</sup> 2019)	Standard Booth (first 10' x 10' space)	Premium Corner Booth (first 10' x 10' space)	Each additional 10' x 10' space
Member Rate:	\$2,200	\$2,450	\$2,000
Non-Member Rate:	\$3,400	\$3,650	\$2,600

**Booth includes:** Signage, back and side walls (non-island booths only), registered attendee list  
**Booth does not include:** tables, chairs, electric, registration and other booth services

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total square feet

**HALL IS CARPETED**

Booth Location Preference: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ NOTE: AED does not guarantee assignment of choices

### CONDEX Programs and Services

I am a member exhibiting for the 1 <sup>st</sup> time in CONDEX and I am interested in participating in the 1 <sup>st</sup> Time Exhibiting Member Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in participating in the CONDEX Dealer's Preview issue of CED in December 2019	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in Lead Management Services from AED at Summit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in participating in the New Product or Service Showcase at Summit with a product or service introduced in 2019 or 2020	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

### Payment Information

Booths are assigned on a first come, first serve basis. Application & Contract must be accompanied with a 50% deposit (non-refundable after July 19<sup>th</sup>, 2019) of the applicable booth rate. All remaining balances will be due on October 17<sup>th</sup>, 2019. Applications & Contracts received after October 17<sup>th</sup>, 2019 must be accompanied by the full amount of booth space rental rate. Defaults in payment may result in reassignment of space or cancellation.

**Cancellation/Refund Policy: All cancellations and downsizes of exhibit space *must* be made in writing.**

Before July 19<sup>th</sup>, 2019: 100% refund of total booth cost

July 19<sup>th</sup>, 2019 to October 17<sup>th</sup>, 2019: 50% refund of total booth cost

**After October 17<sup>th</sup>, 2019: No refund**

### Method of Payment (US funds only)

DISCOVER   Check enclosed, payable to Associated Equipment Distributors

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Charge Amount: \_\_\_\_\_

Print Name of Cardholder: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Charge the remaining balance to this credit card on October 17<sup>th</sup>, 2019 Authorized Initials: \_\_\_\_\_

Bill my member AED account (available to good standing AED members only without open invoices > 30 days)

### Exhibitor Acceptance

Signing this document constitutes a binding legal agreement. Exhibitor agrees that upon acceptance of this contract by Associated Equipment Distributors, with or without appropriate payment, this contract shall become a legally binding contract. By signing this agreement, Exhibitor agrees to abide by all terms and conditions of this contract, including the rules and regulations, and in the exhibitor service manual, as well as any trade show policies in effect provided to the Exhibitor in writing.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **Associated Equipment Distributors Exhibit Space Agreement Terms & Conditions**

This is a lease between the Associated Equipment Distributors (AED) as the first party, hereinafter called the Lessor, and the CONDEX participant named on the reverse side of this form as the second party, hereinafter called the Lessee or Exhibitor, for exhibit space at AED's 2020 Summit to be held at the **Hyatt Regency Chicago from January 14<sup>th</sup> to 16<sup>th</sup> 2020.**

### **Contract Acceptance**

That the said Lessor, in consideration of the mutual covenants herein set forth, and the faithful performance thereof by the Lessee, hereby grants the Lessee the right to use the exhibit space assigned, as indicated on the reverse side of this form, equipped by the Lessor as specified in the Exhibitor Manual Rules and Regulations. This contract shall become binding and effective only when it has been signed on the reverse side of this form by Exhibitor, and accepted as valid by a duly authorized representative of AED. Evidence of contract acceptance will be a formal confirmation of assigned booth space and the related financial specifics. The final exhibit space specifics may be different from the exhibitor's original request.

### **Contractor Services**

Official contractors have been designated by AED to perform services for the Lessee. Non-exclusive services may be performed by exhibitor-appointed contractors governed by the Exhibitor Manual Rules and Regulations.

### **Certificate of Insurance**

Exhibitor shall, at its own expenses, secure and maintain at all times during the event, including move-in and move-out days, the following:

- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate.
- Automobile Liability insurance with limits not less than \$500,000 each occurrence.
- Workers compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.

The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured's (1) AED, and (2) the Event facility. Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to AED.

### **Indemnification**

Exhibitor shall on a current basis indemnify, defend, and hold AED, it's employees, and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, and expenses of any kind arising from any action, misconduct, negligence or omission attributable to the Lessee, it's agents or employees.

### **Assignment of Exhibit Space**

AED will make assignments of space on a first-come, first-serve basis and reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event if it is for the best interest of the exposition as a whole, as described in the Exhibitor Manual Rules and Regulations.

### **Cancellation by Exhibitor**

If Exhibitor desires to cancel this agreement, Exhibitor may only do so by giving notice thereof in writing sent to AED. In such case, Exhibitor will continue to be liable for 50% of the total exhibit fee, if cancellation is received after July 19<sup>th</sup>, 2019. Exhibitor is 100% liable for total exhibit fees if cancellation is received after October 17<sup>th</sup>, 2019. These dates are related to the Event date and not to the date of this agreement, thus dates shall apply regardless of the date on which this agreement is executed. Failure to make payment for exhibit space shall render this lease subject to cancellation and or reassignment of the exhibit space by the Lessor at its option. The date of cancellation shall be the date AED receives the cancellation notice. AED reserves the right to treat an Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space. An Exhibitor may be required to move to a new location if it requests a downsizing of space.

### **Cancellation by AED**

In case said premises shall be destroyed by fire or by the elements, or by any other cause, or in case any other circumstances shall prevent the Lessor from furnishing the said premises for occupancy by said Lessee for uses herein specified, then and thereupon this lease shall terminate the Lessee shall, and does, hereby waive claim for damages or compensation, except the return of such pro rata portion of the amount paid for space rental as may be determined to be equitable by AED.

### **Exhibitor Manual**

AED will provide an Exhibitor Manual to the designated representative of the exhibitor listed on the contract. The Exhibitor Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, shipping and drayage, utilities and building services, and move-in, move-out schedules.

### **Violation of Terms and Conditions**

Violation of these terms and conditions, as well as those published in the Exhibitor Manual, will give AED the right to terminate the Exhibitor's contract prohibiting the Exhibitor from exhibiting at the current year's Exhibition and will forfeit all booth payments.

**Please Note: All Summit booth staff MUST register for AED Summit. Exhibitors discounted registration rate is \$300.**

**For companies participating in both Hospitality Suites and CONDEX, the higher fee of either the Hospitality Suite AED participation fee or CONDEX booth space rental will apply. You will not be required to pay both fees.**